

**For:** All Federal and Non-Federal Employees

**Web-based Arkansas Outreach Activity Report**

**Approved by:** State Executive Director



**1 Overview**

**A Background**

The Farm Service Agency National Outreach Program Staff requires all states to submit bi-annual outreach reports to capture all outreach efforts and accomplishments. This Notice is an effort to enhance the Outreach Plan already in place, increase outreach efforts, and improve the accuracy of reporting outreach activities.

In ensuring that we capture outreach successes and failures, the **Arkansas Outreach Activity Report Form** was developed to chronicle and highlight Arkansas' Outreach Activities. Now, this form is web-based and County Offices will report this information on the Arkansas Intranet. Hopefully, this will make Outreach Reporting easier, quicker, and more accurate.

Arkansas is committed to ensuring that all clients and potential clients have fair and equal opportunity in participation of programs.

**B Purpose**

This notice is being issued to provide instructions on submitting the web-based Arkansas Outreach Activity Report on the Arkansas Intranet.

**2 Instructions**

Instructions for accessing the web-based form are as follows:

- Access the **Arkansas Intranet Home Page** (<http://intra4.fsa.usda.gov/ar/ari/>)
- Click on the **Executive Staff** Icon
- On the Executive Staff Home Page, look under "Reporting" and click on **Outreach**.
- For instructions and activity descriptions, look under "Actions" on the Outreach Reporting Page and click on **Instructions**.

**Disposal Date**

September 30, 2005

11-01-04

**Distribution**

All County Offices

## Arkansas Notice AO-118

### 2 Instructions Continued...

- To submit a report, look under “Actions” on the Outreach Reporting Page and click on **Submit Report**.
- From the Outreach Reporting Page, only **Instructions** and **Submit Report** are County Office accessible. All other information is accessible by the State Office only.

### 3 Action

#### A All Federal and Non-Federal Employees shall:

- Complete the web-based Arkansas Outreach Activity Report Form after attending or participating in any outreach activity. Activity Descriptions are listed on the Arkansas Intranet. For instructions on how to access this information, see paragraph 2 of this notice.
- After submitting a web-based report, the report will not be available to edit or make corrections. To edit or make corrections, e-mail [rhonda.oguinn@ar.usda.gov](mailto:rhonda.oguinn@ar.usda.gov) with the changes. All reports will be edited/changed by the State Office.
- Mail or Fax (501-301-3086) any documentation. Be sure to reference the report that the documentation supports.
- File a copy in your office.
- Upon receipt of this notice, reporting should begin immediately. Reports for activities since October 1, should be submitted.

#### B Division Chiefs, CED's, and FLM's shall:

- Follow the instructions in paragraph 3A of this notice.
- Actively encourage all STC Members, State and County Office Employees, and COC Members to report activities accordingly.
- Let outreach be a constant agenda item for all regular staff meetings, STC Meetings, and COC meetings.

## **Arkansas Notice AO-118**

### **4 Information**

Reports will be issued quarterly to the SED and to the DD's. This action is necessary to assure that Arkansas' outreach goals are met. This report is essential to the success of identifying and removing program delivery barriers. This report will also aide in identifying frequency of requests and major issues throughout the organization.

### **5 Contact**

Contact Rhonda O'Guinn by phone (501-301-3018) or by e-mail ([Rhonda.oguinn@ar.usda.gov](mailto:Rhonda.oguinn@ar.usda.gov)) if any questions arise about this notice.